

November 1, 2021

To: Prospective Bidders

Subject: Request for Quotation PR10299893

Enclosed is a Request for Quotation (RFQ) for supply of Office Stationery Items. If you would like to submit a quotation, carefully follow the instructions given in the RFQ.

The U.S. Government intends to award a Blanket Purchase Agreement to the responsible company submitting an acceptable offer at the lowest price. The Embassy is not obliged to purchase any definite amount under this BPA set up. The period of BPA will be valid for maximum of 5 years and the BPA setup document will be issued with zero amount. We intend to award this agreement based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Should you be interested, please submit a quote with your best and final offer per the RFQ by email Manamaprocurement@state.gov **no later than 16:00 pm Bahrain time on November 15, 2021.**

If your institution has an active registration in System for Award Management (SAM) to do business with the Federal Government, please provide a screenshot of the active SAM registration for our reference.

For any clarifications to this RFQ, please reach out to Manamaprocurement@state.gov at least three business days prior to the closing date mentioned above.

Sincerely,

Tmitri Owens
Contracting Officer